



Department of Managed Health Care

JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: March 19, 2001

CLASSIFICATION: Senior Legal Typist
1 Position (Permanent/Full-Time)

FINAL FILE DATE: Until Filled

SALARY: \$2,304.00 - \$3,129.00 per month

LOCATION: Office of Oversight Standards and Research
980 9th Street, Sacramento, California 95814

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Chief, Office of Oversight Standards and Research, the Senior Legal Typist performs a variety of difficult and complex typing and support duties. The incumbent must exercise a high degree of technical, clerical and office organizational skills; mature judgment; initiative and a high degree of sensitivity and tact. The duties include assisting the Legislative Coordinator and Staff Counsel in the preparation of legislative analyses, correspondence and reports concerning the Department's legislative program; transcribing dictation using audio dictation equipment; researching and tracking background material needed for special legal, medical and other projects and reports produced in the office; and providing general office support as required including typing a variety of legal documents, reports and spreadsheets, scheduling, filing and phone support.

DESIRABLE QUALIFICATIONS:

Ability to organize and establish workload priorities simultaneously and work under pressure.

Exercise a high degree of initiative and flexibility.

Ability to work cooperatively and effectively with others, as well as, effectively communicate, both orally and in writing.

Ability to type with speed and accuracy.

Ability to use audio dictation equipment and transcribe audio dictation.

Knowledge of modern office methods and equipment.

Experience with personal computers with advanced skills in Microsoft Word, Excel, etc.

WHO MAY APPLY: State employees who are currently in the above classification, have list eligibility for appointment, or have transfer eligibility are encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Shirley Lafayette at (916) 323-7381. SEND A COMPLETED APPLICATION/RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW (please include your social security number for eligibility verification and indicate the RPA #: 00-384 under the job title).

SUBMIT APPLICATION AND/OR RESUME TO:

Department of Managed Health Care
Attention: Shirley Lafayette
980 9th Street, Suite 800
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929

RPA#: 00-384 (JMF)

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.